

NAVAL RESEARCH LABORATORY
Washington, D.C.

Canc frp: Jun 01

NRLNOTE 12410
Code 1810
12 September 2000

NRL NOTICE 12410

From: Commanding Officer
To: Distribution Lists A and B

Subj: REGISTRATION AND PAYMENT PROCEDURES FOR TRAINING

1. Purpose. To establish procedures for all NRL civilian employees to register and pay for training sponsored by the Human Resources Office (HRO) (Code 1800) and by the Human Resources Service Centers (HRSCs).

2. Scope. This notice applies to all NRL civilian employees at all sites.

3. Background. Historically, the NRL HRO has been allocated funding to cover the cost of all generic, technical, and management training, and employees were required to submit only an approved NRL In-House Course Nomination Form (HQ-NRL 12410/3) to Code 1800. Effective 1 October 2000 (FY01), the NRL HRO will no longer maintain a G&A budget for generic or technical training. As a result, Code 1800's G&A budget will be reduced, and divisions will be required to pay for the cost of generic or technical training taken by their employees (this is offset by the reduction to Code 1800's G&A budget.) Division Administrative Officers (AOs) will be responsible for the financial tracking.

4. Procedures. Effective 1 October 2000, the following procedures will be implemented:

a. Generic training (e.g., computer software, administrative and professional support, and basic supervisory courses) will be sponsored by the HRSCs. Divisions must submit an approved Request, Authorization, Agreement, Certification of Training and Reimbursement (DD-1556) with complete procurement information (i.e., cardholder name, telephone number, and purchase card number) to the Personnel Operations Branch (Code 1810). *to purchase card expiration date*

b. Technical training will be sponsored by the NRL HRO and will be scheduled on the basis of needs analysis surveys. Divisions must submit an approved DD-1556 with complete procurement information (i.e., cardholder name, telephone number, and purchase card number) to Code 1810. *& purchase card expiration date*

c. Management training will continue to be scheduled and funded by the NRL HRO. Employees will continue to submit their completed HQ-NRL 12410/3 as indicated in the training announcement.

5. Points of Contact. Code 1800 will continue to advertise all training in the HRO Highlights, on the HRO website, and via email. Code 1810 is the POC for all HRO- and HRSC-sponsored training, and will be responsible for submitting paperwork to the HRSC.

6. Deadlines and Cancellations. Please note that all training deadlines and cancellation policies will be strictly enforced.

7. Cancellation Contingency. This notice is canceled when incorporated into the appropriate NRL instruction.

/s/

D. H. RAU

Several questions have been raised since the issuance of NRLNote 12410 of 12 Sept 00. This note was issued to establish procedures for NRL employees to register and pay for courses which will be advertised/sponsored by the HRO and HRSC (generic and technical training – considered In-House Training). It also establishes the HRO as the single point of contact for registration submissions for NRL and HRSC training. It was not intended to change the Division's office procedures or the standard procedures for purchasing training. It is recommended that registration be forwarded promptly to avoid unnecessary cancellation of course offerings.

To clarify:

- 1) HRO will continue to advertise training by e-mail, web site or HRO Highlights with registration procedures, vendor information, cost amount and cancellation policy listed for each class.
- 2) Employee submits their attendance request (by designated office procedure) for approval/purchasing process.
- 3) DD1556 is completed (ensuring complete credit card holder information is included on the DD1556) and obtains authorization (delegated to Division Heads)
- 4) PIPS is completed and released following standard procedures.
- 5) The DD1556 is sent to Code 1810 to process registration. The registration is done as a group; therefore, individual cardholders should NOT call the vendor. If the class is cancelled, the DD1556 will be annotated and returned to the cardholder immediately. Employees must follow listed cancellation deadlines. Once the deadline has passed, cancellations/refunds will not be issued!
- 6) The vendors will bill the cardholder for the specified amount (the amount is pre-calculated per person so it will not change). The vendor will contact the cardholder only if there is a problem.

Hope this clears up some questions. Any other questions, please e-mail Cheryl Miller at cmiller@hro1.nrl.navy.mil

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